



ROBERT L. QUINN  
COMMISSIONER OF  
SAFETY

## State of New Hampshire

DEPARTMENT OF SAFETY  
JAMES H. HAYES BLDG. 33 HAZEN DR.  
CONCORD, N.H. 03305  
(603) 271-2791

August 12, 2020

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

### Requested Action

Authorize the Department of Safety (DOS), Division of Homeland Security and Emergency Management (HSEM) to enter into a Memorandum of Understanding (MOU) with DOS Division of Fire Standards and Training and Emergency Medical Services (FSTEMS) in the amount of \$58,396.50 to support the hazardous materials training program. Effective upon Governor and Council approval through September 29, 2021. Funding source: 100% Federal Funds.

Funding is available in the SFY 2021 operating budget as follows:

02-23-23-236010-90040000	Dept. of Safety	Homeland Sec-Emer Mgmt	HMEP Grant	SFY 2021
072-500576	Grants-Federal	Grants to Other State Agencies-Federal		\$58,396.50
Activity Code: 23HMEP 2020				

### Explanation

These federal grant funds will enable the Division of Fire Standards and Training and Emergency Medical Services to provide hazardous materials training for fire and EMS first responders throughout the State of New Hampshire. The funds will cover instructional costs, equipment, and consumable purchases to allow for the continuation of the training. The course schedule meets the training responsibilities as outlined by OSHA, CFR 1910.120, and NFPA 472.

The MOU will be funded from the FFY'20 HMEP Grant Program, which was awarded to the Department of Safety, Division of Homeland Security and Emergency Management (HSEM) by the US Department of Transportation (USDOT), Pipeline and Hazardous Materials Safety Administration (PHMSA) to support activities that increase State and local effectiveness in handling hazardous materials incidents, to enhance implementation of the Emergency Planning and Community Right-to-Know Act (EPCRA), and to encourage a comprehensive approach to emergency training and planning.

The Hazardous Materials Emergency Preparedness (HMEP) grant funds are 80% federally funded with a 20% match requirement supplied by the subrecipient (FSTEMS). FSTEMS acknowledges their match obligation as part of Section I of the MOU and will meet this cost share requirement of the grant by supplying course books and with the coordination of the training program.

In the event that Federal Funds are no longer available, General Funds and/or Highway Funds will not be requested to support this program.

Respectfully submitted,

Robert L. Quinn  
Commissioner of Safety

**MEMORANDUM OF UNDERSTANDING (MOU)**  
 between the  
**Division of Homeland Security and Emergency Management**  
 and the  
**Division of Fire Standards and Training and EMS**

**Project Title:** U.S. DOT Hazardous Materials Emergency Preparedness (HMEP) Grant

This Memorandum of Understanding (MOU) describes the U.S. Department of Transportation Hazardous Materials Emergency Preparedness (HMEP) Grant activities that have been agreed to between the Division of Homeland Security and Emergency Management and the Division of Fire Standards and Training and EMS for the purpose of hazardous materials training for first responders.

This MOU is effective upon Governor and Council approval for costs incurred conducting grant activities through September 29, 2021.

For the purpose of the MOU, the Division of Homeland Security and Emergency Management and the Fire Standards and Training and EMS agree to cooperate as follows:

Section I: Division of Homeland Security and Emergency Management agrees to the following:

- A. Provide Fire Standards and Training and EMS with \$58,396.50 on a reimbursement basis with a 20% soft match requirement in the amount of \$14,599.13 for the purpose of hazardous materials training for first responders.
- B. This MOU may be terminated for good cause by any one of the parties or for convenience if all parties agree, with the provision for orderly termination of the project. Termination of the MOU shall not occur until thirty (30) days after a "notice of termination" has been received by the other party. Said notice shall specify the cause for termination.

Section II: Division of Fire Standards and Training and EMS agrees to the following:

- A. Complete all activities specified in the activities outline of this MOU.
- B. Expend funds for this MOU solely for the work specified in the Activities Outline.
- C. Request reimbursement of expended funds from the Division of Homeland Security and Emergency Management. Attn: HMEP Grant Program Manager, in writing quarterly. Requests are to be submitted within thirty (30) days from the end of the quarter. **Grant period ends September 29, 2021. Final billing must be received no later than October 30, 2021.** Quarterly Reports are due upon this same schedule.

	Qtr 1	Qtr 2	Qtr 3	Qtr 4
<b>Qtr Dates</b>	Oct 1 - Dec 31	Jan 1 to March 31	April 1 - June 30	July 1 - Sept 30
<b>Bill Due by</b>	January 31	April 30	ASAP After Quarter Ends Due to State Fiscal Year End	October 31

D. This MOU may be terminated for good cause by any one of the parties or for convenience if all parties agree, with the provision for orderly termination of the project. Termination of the MOU shall not occur until thirty (30) days after a "notice of termination" has been received by the other party. Said notice shall specify the cause for termination.


### ACTIVITIES OUTLINE


(2) Hazardous Materials Awareness Courses	Fall 2020
(2) Hazardous Materials Operations Courses	Fall 2020
(1) Hazardous Materials Technician Course	Fall 2020
(2) Hazardous Materials Decontamination Course	Spring 2021
(4) Hazardous Materials Awareness Courses	Spring 2021
(4) Hazardous Materials Operations Courses	Spring 2021
(2) Hazardous Materials Decontamination Course	Spring 2021

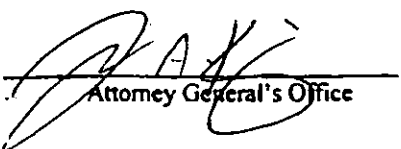
The NH Fire Academy will offer a Hazardous Materials Training Program under the Hazardous Materials Emergency Preparedness (HMEP) Grant Program covering awareness, operations, technician, incident command system, and decontamination training. Due to the nature of this training, classes will be scheduled in advance throughout the year to be reimbursed quarterly. However, because the fall programs have not been scheduled at this time, these trainings are still subject to change. Program expenses include instructor time, mileage, student manuals, and other materials needed for the delivery of the above programs.

IN WITNESS WHEREOF, the respective parties have hereunto set their hands on the dates indicated.

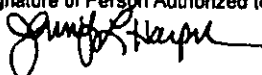
Date 8/12/2020   
 Jennifer L. Harper  
 Director, Division of Homeland Security and Emergency Management

Date August 17, 2020   
 Deborah Pendergast  
 Director, Division of Fire Standards and Training and Emergency Medical Services

Date 8/24/2020   
 Robert L. Quinn  
 Commissioner, Department of Safety

Date 9/4/2020   
 Attorney General's Office

**ASSISTANCE AGREEMENT**

1. Award No. 693JK31940029HMEP		2. Modification No. 0001		3. Effective Date 07/23/2020		4. CFDA No. 20.703	
5. Awarded To NEW HAMPSHIRE STATE OF Attn: Unknown NH DEPART OF SAFETY 33 HAZEN DR CONCORD NH 03305-0011				5. Sponsoring Office PHH Grants and Registration 1200 New Jersey Ave, SE Washington DC 20590		7. Period of Performance 09/30/2019 through 09/29/2022	
8. Type of Agreement <input checked="" type="checkbox"/> Grant <input type="checkbox"/> Cooperative Agreement <input type="checkbox"/> Other		9. Authority 49 USC 5116		10. Purchase Request or Funding Document No. PH-RFM957-20-0115			
11. Remittance Address NEW HAMPSHIRE STATE OF Attn: Unknown NH DEPART OF SAFETY 33 HAZEN DR CONCORD NH 03305-0011		12. Total Amount Govt. Share: \$249,325.00  Cost Share : \$62,331.25  Total : \$311,656.25		13. Funds Obligated This action: <b>\$139,945:00</b>  Total : \$249,325.00			
14. Principal Investigator		15. Program Manager SHAKIRA MACK Phone: 202-366-5090		16. Administrator Acquisition Services Division US DOT/PHMSA/PHF-20 1200 New Jersey Avenue, SE E22-317 Washington DC 20590-0001			
17. Submit Payment Requests To FAA/MMAC/PHMSA HQ 272F AMK 316 6500 S. MacArthur Blvd Oklahoma City OK 73169		18. Paying Office FAA/MMAC/PHMSA HQ 272F AMK 316 6500 S. MacArthur Blvd Oklahoma City OK 73169		19. Submit Reports To			
20. Accounting and Appropriation Data See Schedule							
21. Research Title and/or Description of Project PHMSA 2019 HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS STATE GRANT-NEW HAMPSHIRE							
For the Recipient				For the United States of America			
22. Signature of Person Authorized to Sign 				25. Signature of Grants/Agreements Officer			
23. Name and Title Jennifer Harper, HSEM Director (GAR)		24. Date Signed 8/7/2020		26. Name of Officer TREMAYNE TERRY		27. Date Signed	

**CONTINUATION SHEET**

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
693JK31940029HMEP/0001

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2 2

NAME OF OFFEROR OR CONTRACTOR  
NEW HAMPSHIRE STATE OF

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
00001	<p>DUNS Number: 060340564</p> <p>The purpose of this amendment is to obligate year 2 funding in the amount of \$139,945 to the State of New Hampshire Department of Safety, Division of Homeland Security &amp; Emergency Management for its HMEP Grant.</p> <p>The purpose of this Grant is to fund the State of New Hampshire for the Hazardous Materials Emergency Preparedness Grant.</p> <p>Obligated Amount: \$109,380.00 Requisition No: PH957-19-0087</p> <p>Accounting Info: 5282X319B2.2019.EPGRT01020.50D0308EP0.41000.610000.0000000000.0000000000.0000000000.0000000000 Funded: \$109,380.00</p>				109,380.00
00002	<p>Funding for Year 2 Requisition No: PH-RFM957-20-0115</p> <p>Accounting Info: 5282X320B2.2020.EPGRT01020.50D0308EP0.41000.610000.0000000000.0000000000.0000000000.0000000000 Funded: \$139,945.00 Non-Federal Share: \$34,986.00</p> <p>Special Terms and Conditions:</p> <p>Risk Level: Low</p> <p>Auto-approval in Delphi (up to 90%). Remaining 10% is manually approved with review. Each request at minimum must include a description of the expenditures by object class category.</p> <p>Technical Point of Contact Carla Sheppard (202) 366-2738; Carla.sheppard@dot.gov</p> <p>Agreement Point of Contact Fazal Mirza (202) 366-5180; Fazal.Mirza@dot.gov</p> <p>Financial Point of Contact ESC 9-amz-amz-phmsa-invoices@faa.gov</p>				139,945.00